Bookmark the Ship Master Calendar URL:
https://events.ship.edu/MasterCalendar/

Section 1 | Calendars:
Page defaults to Campus Events Calendar in List view.
Users may select Calendar view and Day, Week, Month options. Users may parse out Alumni and Community Events from this section. Additionally, Master Calendar pulls in event feeds from the below calendars for convenience:

- Alumni(http://events.r20.constantcontact.com/calendar/);
- Raider Athletics (shipraiders.com);
- Students Events (campusgroups.com)

Note: Although some events are presented in a Monday events email and on www.ship.edu/events, only the Campus Master Calendar URL above allows for full functionality.

Section 2 | Filters > Event Types:
In this example, the section is expanded with Leadership & Civic Engagement selected, and filtered events appear in the list view. Users may choose to click on the Select Multiple option in this section to create a multi-filter view of the Calendar chosen in Section 1.

Note: Filters> Event Types are chosen by the event coordinator. Event coordinators may only choose one Event Type filter per event entry.

Section 3 | Filters > Locations:
Campus events are imported from EMS, the campus room reservation system, this section provides sorting based upon campus building and room names.

Section 4 | RSS Feeds:
At the bottom of Campus Master Calendar pages, user will find a link for RSS feeds. This will allow users to grab select RSS feeds of their choice and bring it into the feed reader of their choice.

Note: Feeds are available directly at https://events.ship.edu/MasterCalendar/RSSFeeds.aspx
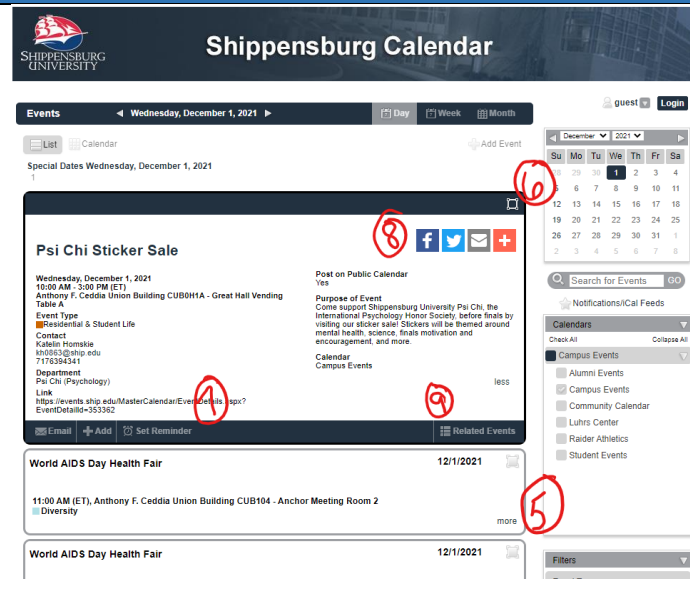
Section 5 | More:
- Clicking More expands the event to show more event details.

Section 6 | Expanded Event View:
- When More is clicked, the event will expand to show additional details and functionality.

Section 7 | Email, +Add, Set Reminder:
- **Email:** Will open the user's email client to forward event details and a link to the event
- **+Add:** Will Open a dialog box to allow users to Download and iCal or add to Google Calendar, Yahoo Calendar, or Windows Live. iCal and Windows Live are the choices most compatible with Outlook and Microsoft 365.
- **Set Reminder:** Will allow user to schedule a reminder email to the email address of their choice.
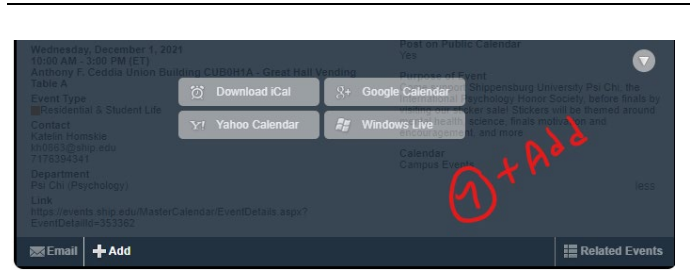
Section 8 | Social Icons:
- **Facebook:** Will allow users to share the event to their Facebook account
- **Twitter:** Will allow users to share the event to their Twitter account
- **Envelope:** Will allow user to forward a link to the event via email.
- **+ :** Will open sharing options via Share This, a third party embedded platform with more than 100 options.
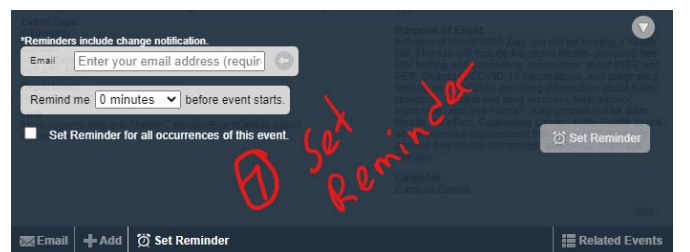
Section 9 | Related Events:
- Will expand a dialog box of system-determined related events that may be of interest.

4/28/2022